

Region VI Workforce Development Board 17 Middletown Road White Hall, WV 26554	Conflict of Interest
	Date July 1, 2015

Region VI Guidance Letter 12-16

To: All Workforce West Virginia system stakeholders
All WorkForce West Virginia Centers
All Local Training Providers

From: Region VI Workforce Development Board

Subject: Conflict of Interest

1. **Purpose:** The purpose for this guidance letter is to provide conflict of interest provisions for the Region VI Workforce Development Board, Youth Committee and staff of the Workforce Development Board.
2. **References:** Workforce Innovation & Opportunity Act of 2014, 101(f), 102(b)(2)(E)(i), 107(h), West Virginia Code 6-B-2-5 and 61-10-15, and Workforce West Virginia WIOA Guidance Notice 1-16.
3. **Background:** Sections 101, 102, and 107 of the Workforce Innovation & Opportunity Act (WIOA) of 2014 requires all members of Local Workforce Development Boards, Youth Committees, and their staff serve a public interest and have a clear obligation to conduct all affairs in a manner consistent with the concept of public trusts. All decisions of Boards and Youth Committees should be based on promoting the best interest of the public good. This guidance notice has been developed to ensure identification and resolution of conflicts of interest.
4. **Policy:** All Workforce Development Board and Youth Committee members are subject to the State of West Virginia's current conflict of interest provisions found in the **West Virginia Governmental Ethics Act**.

The Region VI Workforce Development Board shall adopt in its bylaws conflict of interest standards that meet the minimum standards set forth in this policy guidance letter. The standards shall apply to all Workforce Board members, Youth Committee members, and their staff.

A member of a local board or youth committee must neither cast a vote on, nor participate in any decision-making capacity on the provision of services by such member or by an organization that such member directly represents; nor on any matter that would provide any direct benefit to such member or the immediate family of such member. Immediate family means a spouse residing in the individual's household and any dependent child or children and dependent parent or parents.

A board or committee member who participates in decisions relating to specific terms of a contract, the determination of performance standards in a contract, or the development of Request for Proposals or other processes leading to a contract, is prohibited from receiving any direct financial benefit from any resulting contract.

Any Board or Council member with a potential conflict of interest must disclose that fact to the Local Workforce Development Board as soon as the potential conflict is discovered. If the potential conflict of interest is discovered during a board or committee meeting, the member must declare such potential conflict and excuse themselves from the remainder of the discussion and vote on that item. A board or committee member shall not engage in any business transaction or private for profit arrangement, which accrues from that member's position on the board.

All members of the Region VI Workforce Development Board and Youth Committee must sign a Conflict of Interest Statement.

VIOLATIONS OF CONFLICT OF INTEREST PROVISIONS

If the Board believes that a conflict of interest provision has been violated, it can recommend to WorkForce West Virginia and the chief elected official of the workforce area that the member who has violated a provision be removed as a member of the board.

The Governor or the chief elected official can remove a member of the board for a violation of conflict of interest code with or without a recommendation from the board.

_ACTION: The Region VI Workforce Development Board will make all stakeholders in the Region VI Workforce area aware of this policy.

A copy of this policy can be obtained from The Region VI Workforce Development Board.

EXPIRATION

DATE: Effective July 1, 2015, until rescinded or modified by the Region VI Workforce Development Board.